Submission Checklist: Carryover from Year 3 to Year 4

☐ **SF-424A**

- This is an **online form**. It should be completed online using GrantSolutions.
- *This form should only reflect the amount requested for carryover*.   It should match the amount requested in the carryover request cover letter and the budget narrative.
- Each budget category, where funds are requested, needs to be filled in, sum to the total carryover request, and *each object class category should match the subtotals shown in the budget narrative*.
- Remember to complete Forecasted Cash Needs and Budget Estimates of Federal Funds for Balance of the Project (using projected funding amount for Year 5 in the First Funding Period, only).

☐ **SF-424**

- This is an **online form**. It should be completed online using GrantSolutions.
- Make sure contact information is up to date with the Project Director listed as the person to be contacted for matters involving this application and the Authorized Representative/Official listed as the Authorized Representative.
- The Estimated Funding should reflect the requested carryover amount from the SF-424A and cover letter.

☐ **Cover Letter Upload - include updated Year 4 projections from workplan**

- **Written on official letterhead signed by the Authorized Official.**
- Clearly state the amount you are requesting for carryover in the cover letter. This amount should match the SF-424A and the Budget Narrative.
- Needs a clear statement that specifies what objectives were not met from Year 3. This information should match the information given in the 10/30/18 PPR and should be connected to the unmet Year 3 quantifiable projections, when possible.
- Needs to include a clear statement explaining why these goals were not met in the designated Budget Period.
- Needs to clearly state what objectives/goals will be accomplished with the carryover request and how they will be accomplished. This should match updated Year 4 projections.
- Needs to include a timeline for accomplishing goals and a statement that all carryover funds will be expended by the end of Year 4.
    - o Including a table in the cover letter with each unmet objective and other required information, outlined in the bullet points above, can provide an easy way to explain a carryover request.

☐ *Also to be uploaded under this section* – **Updated Year 4 Workplan from Non-Competing Continuation Application.**
- o Grantees entered Year 4 (FY 2019) quantifiable projections during the completion of the Non-Competing Continuation Application in April of 2018. Now, if carryover is being requested to accomplish an unmet projection from Year 3, the grantee needs to increase the Year 4 (FY 2019) projection by the stated amount from the carryover. For example, if my original projection for Year 4 was to enroll 100 people and I am requesting carryover funds to enroll the 25 additional people I was short in Year 3, my new Year 4 (FY 2019) enrollment projection is 125. In order to update Year 4 (FY 2019) projections:
    - o Grantees will go to the Grantee Summary screen in PAGES and then scroll to Projections.
    - o *Double click* on the 2019 (same as Year 4) Projection row already in existence (do not create a new projection). This will open a new window where you will find your seven projections. Here you will be able to update the desired quantifiable projections tied to carryover. Then select "Save and Close."
- o These updated projections should correspond to all explanations of what will be accomplished with the carryover funds in Year 4 and/or what was not accomplished in the previous year.
- o Only update those projections tied to carryover. All other projections that were approved during the Year 4 NCC application process should be left unchanged.
- o Please note in the explanation of variance if you change any indicator/ item's projection.
    - o For example: Changed from 100 to 125 to account for carryover

o   Please print the updated Year 4 (FY 2019) PPR from PAGES and upload it with the cover letter.
- o   Grantees will click the small three-dot button at the top in the menu options, then select "Run Report" and then "Performance Progress Report." A window will pop up and you will then select Fiscal Year "2019" and Fiscal Period "First Semi-Annual Period." Then select "View Report." You can then page through the PPR to view projections, explanations, etc. No updates to the narrative sections are needed.
- o   Once you view the report, the system may reflect a print button on the same PPR window. A grantee can print directly from here. If a grantee does not have a print button, you can generate a PDF and then print from Adobe. It is best to print using the landscape option as it will avoid cutting off any information.
- o   Once the PPR is printed, double check that the report printed correctly (information is legible, the print does not run off the page, etc.) and includes all needed information, including the updates to the cover page.
- o   Have your Authorized Official sign and date the PPR cover page.
- o   Scan the full PPR, with the signed cover page.
- o   Your application will be reviewed for measurable goals tied to carryover. If you cannot show increases in projections, then the carryover may not be needed.

☐ **Budget Narrative Upload**

- Total for the budget narrative should reflect the amount requested for carryover and should match the SF-424A and cover letter amounts.
- Should be organized by budget category, with subtotals for each that match the SF-424A.
- Each line item should include any necessary cost calculations and breakdowns
  - o   General Rule – any line item over $1,000 (that is not a per unit cost) should give cost calculations.
  - o   Items that usually need cost calculations include per student costs such as tuition and support services.
- Detailed Budget Justification included.
  - o   Items listed should be explained as to their use in the program to achieve goals.
  - o   Cost calculations should correspond to the projected numbers to be served with carryover. For example, if in the cover letter and workplan the grantee projects providing healthcare training for 25 participants, then only 25 participants should be reflected in the budget for healthcare training.
  - o   Any costs listed in the budget should not be duplicative of costs already provided for in the Year 4 budget. For example, the same position (for the same person) should not be listed in the carryover budget and the Year 4 budget because the salary for that position is already provided for in the Year 4 budget.
- If additional direction is needed, please reference the "Guidance on Budget Narrative" and example budget narrative provided during the non-competing continuation application process.
- *Also to be uploaded under this section -* **Copy of Indirect Cost Rate Agreement, if charging Indirect Costs**
  - o   Make sure it is the Indirect Cost Letter that covers the period of performance for Year 4

☐ **SF-425 Upload** (Annual Federal Financial Status Report)

- Need to upload the annual SF-425 from the end of Year 3 showing the final unobligated balance (this is the one due at the end of December 2018).
- A grantee cannot request more than the unobligated balance. The reported unobligated balance should match the amount reflected in the Payment Management System, as well.

How to Submit the Carryover Request in GrantSolutions

- Log into GrantSolutions and access your grant. Select Manage Amendments and then select the "new" button.
- This will bring up a new screen entitled "Select Amendment Type." Grantees will select "Carryover Request" and then select the "Create Amendment" button.
- This will then bring up the GrantSolutions Amendment Application Control Checklist. Grantees will populate the Control Checklist (complete online forms or upload documents) as described above.
- Grantees will then select "Verify Submission" and then "Final Submission" on the next screen.
- **DUE January 11, 2019, but can be turned in as early as you turn in the Annual SF-425**